

TEXNET ELECTRONIC FUNDS TRANSFER

EMPLOYEES RETIREMENT SYSTEM OF TEXAS

PAYMENT INSTRUCTIONS

GENERAL INFORMATION

Texas law along with Employees Retirement System of Texas requires taxpayers and other entities that paid \$500,000 or more in the previous state fiscal year in any one type of tax or fee to make their payments using electronic funds transfer (EFT). TEXNET, the State of Texas Financial Network, was designed to facilitate electronic payments from taxpayers and payors.

SECURITY

The Comptroller's office operates and maintains TEXNET, which provides high standards of safety and security for funds and payment information. All information entered into the TEXNET System is strictly confidential.

HOLIDAYS OR WEEKENDS

Currently, "same-day" settlement of an Automated Clearing House (ACH) transaction is not available.

When a due date falls on a weekend or holiday, it is important to originate the ACH transaction no later than the business day before the weekend or holiday. For example, if the due date falls on a Monday (or Tuesday, if Monday is a banking holiday), the payment must be originated no later than the previous Friday.



If a payment is received after the due date, and the taxpayer and the financial institution do not think they are responsible for the delay, they must furnish the trace number provided by TEXNET.

If the Comptroller's office determines that the taxpayer did attempt to transfer the payment in a timely manner, payment records can be corrected upon receipt of appropriate documentation. Please call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010, for assistance.

PAYMENT OPTIONS

State payments may be sent electronically in one of two ways:

- ACH Debit
- ACH Credit with Addenda

APRIL 2015



Glenn Hegar

Texas Comptroller of
Public Accounts

Today **12 agencies** collect more than 100 types of taxes and fees through the TEXNET System. More than \$40 billion flows through this system annually.

**FOR MORE INFORMATION,
VISIT OUR WEBSITE
Comptroller.Texas.Gov.**

**RECEIVE TAX HELP AT
[comptroller.texas.gov/
taxhelp](http://comptroller.texas.gov/taxhelp).**

This publication is intended as a general guide and not as a comprehensive resource on the subjects covered.
It is not a substitute for legal advice.

TEXNET – ELECTRONIC FUNDS TRANSFER

In the event that payment information is communicated to the TEXNET System after 6 p.m. (CT) on the bank business day before the due date, the payment will be posted to your account on the next business day **AFTER** the due date. This will be considered a late payment and could result in the assessment of a penalty.



ACH DEBIT

The ACH Debit method is easy to use and virtually error-free.

Payors must enter payment information into TEXNET no later than 6 p.m. Central Time (CT) on the business day before the payment due date. On the scheduled “settlement” (funds transfer) date, the system will debit the payors designated bank account for the payment amount and credit the state.

TEXNET offers payors the option of entering a settlement date up to 30 days in advance. This “payment warehousing” feature allows you to enter payment information at your convenience, without having the funds actually transferred until the designated date. If you choose an advance settlement date, you may still change or even delete entered information until 6 p.m. (CT) on the business day before the scheduled settlement date.

Payment information can be transmitted to TEXNET through the Internet or by telephone.

After the required payment information is entered, TEXNET will issue a unique trace number that identifies the completed communication.

ACH CREDIT WITH ADDENDA

Payors may originate ACH credits in either CCD+ or CTX format through their financial institutions for settlement with the state on or before the payment due date. The payor must use the standard TXP format in the addenda record.

This payment option may be convenient for payors that regularly originate ACH transactions. If the addenda record is formatted improperly or contains inaccurate information, however, the Comptroller may not be able to identify the agency to which the payment is due, or the agency may not be able to identify the payor making the payment. Either situation can result in penalty assessments.

MISSED YOUR TEXNET PAYMENT DEADLINE?

To ensure timely payment, use the following procedures only if you are unable to originate your payment for settlement on the due date:

- report payment information as early as possible on the due date by calling 1-800-531-5441, ext. 3-3010.
- instruct your financial institution to wire transfer your payment to:

Bank Name:	Texas Comptroller of Public Accounts
Routing #:	1149-0016-4
Account #:	883083001

FOR MORE INFORMATION,
CALL THE TEXNET
HOTLINE TOLL-FREE
1-800-531-5441,
ext. 3-3010

OR, VISIT OUR WEBSITE
**[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)**

Payment information **can be**
transmitted to TEXNET through
the **Internet** or by **telephone**.

ACH DEBIT

WHEN TO CONTACT THE TEXNET SYSTEM

You must contact TEXNET before 6 p.m. (CT) no later than the bank business day before the due date. You will be given a trace number to facilitate tracking of your payment. Communication of payment information by this deadline is mandatory to ensure timely posting of your payment. For assistance, call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010.

HOW TO PRACTICE

If you would like to test the TEXNET System before making an actual payment, you may enter transactions using the following test codes:

Assigned Identification Number	
Location	99999
Password	111

All data and dollar amounts entered under these test codes will be ignored by TEXNET System and no funds will be transferred. Please remember to use assigned codes when making actual payments.

TELEPHONE INQUIRIES AND CORRECTIONS

INQUIRE

To inquire about a pending transaction, repeat your call and press **4**. The system will provide information about all pending transactions, including the trace number.

CORRECTIONS

If you find an error after receiving the trace number, repeat your call and press **3** to delete the transaction and start over. You will need the trace number to delete your transaction. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made before 6 p.m. (CT) on the business day before your settlement date.



HOW TO CHANGE ENROLLMENT INFORMATION

CONTACT INFORMATION

If you would like to make changes to your contact information, including Contact Name, Contact Title, Mailing Address and Telephone Number, you may make those changes by accessing <https://texnet.cpa.state.tx.us> or by calling 1-800-531-5441, ext. 3-3010.

REMITTANCE METHOD

If you need to report a change of the financial institution's routing and/or account number, you may make those changes by accessing <https://texnet.cpa.state.tx.us> or by calling 1-800-636-4003. Your bank information will be changed immediately and you can then submit your payment transaction.

Warehousing

offers you the option of making tax payment requests up to 30 days in advance of the tax due date. The TEXNET System will store the payment request and your account will be debited on the settlement date you indicate.

FOR MORE INFORMATION,
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1-800-531-5441,
ext. 3-3010

OR, VISIT OUR WEBSITE
[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)

TEXNET – ELECTRONIC FUNDS TRANSFER

TELEPHONE PAYMENT INSTRUCTIONS

EMPLOYEES RETIREMENT SYSTEM OF TEXAS FOR STATE AGENCIES

Dial 1-800-636-4003

The system will prompt you to enter the following in order:

Enter your **identification number**, followed by #.

Enter your **location number**, followed by #.

Enter your **password**, followed by #.

Enter **1** to add a transaction.

Enter the **total amount** you are paying, followed by #. (Use * for the decimal.)

Enter the **report month and year**, followed by #. Use MMY format. For example:
enter 0114 for January 2014.

Enter the **employee** portion for insurance, followed by #.

Enter the **employer** portion for insurance for active employees, followed by #.

Enter the **employer** portion for insurance for retired employees, followed by #.

Enter the **employee** portion for ERS retirement, followed by #.

Enter the **employer** portion for ERS retirement, followed by #.

Enter the **employer** portion for service purchases, followed by #.

Enter the **employer** portion for membership fees, followed by #.

Enter the **employee** portion for cafeteria plan contributions (TexFlex), followed by #.

Enter the **employer** portion for insurance Active Opt-Out contributions, followed by #.

Enter the **employer** portion for insurance Retiree Opt-Out contributions, followed by #.

Enter the **employee** portion for LECOS retirement, followed by #.

Enter the **employer** portion for LECOS retirement, followed by #.

Enter the **employer** portion for LECOS return to work surcharge, followed by #.

Enter the **employer** portion for ERS return to work surcharge, followed by #.

Enter the **employee** portion for Tobacco User Premium Differential, followed by #.

Enter the **employer** portion for Payroll Health Insurance Contribution, followed by #.

Enter the **employee** portion for ERS LECOS retirement, followed by #.

Enter the **employer** portion for ERS payroll retirement, followed by #.

Enter the **employer** portion for return to work payroll retirement, followed by #.

Enter the **employee** portion for Dental Discount Contribution, followed by #.

To accept the **settlement date** (funds transfer date), press 1. To change the date, press 2.
Use MMDDYY format; for example: enter 010215 for January 2, 2015.

The system gives a **trace number** and confirms it.

Enter **9** to end transaction.

What if an error is found after the trace number is given? Repeat your call as before, press **3** to delete the transaction and start over. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made by 6 p.m. (CT) on the business day **before** your settlement date.

MAIN MENU OPTIONS

Add a transaction	= 1
Delete a transaction	= 3
Inquire about a transaction	= 4
Change bank information	= 5
Exit	= 9

Report Period
Insurance (Employees)
Insurance (Employer-Active)
Insurance (Employer-Retired)
Retirement (Employee)
Retirement (Employer)
SVC Purchases (Employer)
Membership Fees (Employer)
Cafeteria Plan (Employee)
Active Opt-Out
Retiree Opt-Out
LECOS (Employee)
LECOS (Employer)
LECOS RTW Surcharge (Employer)
ERS RTW Surcharge (Employer)
TUPD (Employees)
PHIC (Employer)
ERS LECOS (Employee)
ERS Payroll Retirement (Employer)
RTW Payroll Retirement (Employer)
Dental Discount Contribution (Employee)
Settlement Date
Trace Number

FOR MORE INFORMATION,
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HOTLINE TOLL-FREE
1-800-531-5441,
ext. 3-3010

OR, VISIT OUR WEBSITE
comptroller.texas.gov/
treasops/texnet/

INTERNET PAYMENT WEBSITE

EMPLOYEES RETIREMENT SYSTEM OF TEXAS FOR INSTITUTIONS OF EDUCATION

Dial 1-800-636-4003

The system will prompt you to enter the following in order:

Enter your **identification number**, followed by #.

Enter your **location number**, followed by #.

Enter your **password**, followed by #.

Enter **1** to add a transaction.

Enter the **total amount** you are paying, followed by #. (Use * for the decimal.)

Enter the **report month and year**, followed by #. Use MMY format. For example:
enter 0114 for January 2014.

Enter the **employee** portion for insurance, followed by #.

Enter the **employer** portion for insurance for active employees, followed by #.

Enter the **employer** portion for insurance for retired employees, followed by #.

Enter the **employee** portion for cafeteria plan contributions (TexFlex), followed by #.

Enter the **employer** portion for insurance Active Opt-Out contributions, followed by #.

Enter the **employer** portion for insurance Retiree Opt-Out contributions, followed by #.

Enter the **employee** portion for Tobacco User Premium Differential, followed by #.

Enter the **employer** portion for Payroll Health Insurance Contribution, followed by #.

Enter the **employee** portion for Dental Discount Contribution, followed by #.

To accept the **settlement date** (funds transfer date), press **1**. To change the date, press **2**.
Use MMDDYY format; for example: enter 010215 for January 2, 2015.

The system gives a **trace number** and confirms it.

Enter **9** to end transaction.

What if an error is found after the trace number is given? Repeat your call as before, press **3** to delete the transaction and start over. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made by 6 p.m. (CT) on the business day **before** your settlement date.

MAIN MENU OPTIONS

Add a transaction	= 1
Delete a transaction	= 3
Inquire about a transaction	= 4
Change bank information.....	= 5
Exit.....	= 9

Report Period

Insurance (Employees)

Insurance (Employer-Active)

Insurance (Employer-Retired)

Cafeteria Plan (Employee)

Active Opt-Out

Retiree Opt-Out

TUPD (Employees)

PHIC (Employer)

Dental Discount Contribution (Employee)

Settlement Date

Trace Number

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HOTLINE TOLL-FREE
1-800-531-5441,
ext. 3-3010

OR, VISIT OUR WEBSITE
[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)

TEXNET – ELECTRONIC FUNDS TRANSFER

You may choose to send your payments through your financial institution using an ACH Credit origination service. You should first contact your financial institution to verify that they offer this service and that you are eligible to use it.

ACH CREDIT

You may choose to send your payments through your financial institution using an ACH Credit origination service. You should first contact your financial institution to verify that they offer this service and that you are eligible to use it.

HOW IT WORKS

1. One or two business days (*check with your financial institution to obtain ACH Credit origination deadlines*) prior to the due date, initiate the payment through your financial institution to the TEXNET receiving account. The payment must be formatted in CCD+ or CTX format and must include an addenda record in TXP format. An example of the addenda formats are on the next page.
2. On the due date, the funds will be transferred electronically. TEXNET will use the addenda information to credit your account with the payment.

BEFORE YOU MAKE YOUR FIRST ACH CREDIT PAYMENT

Contact your financial institution to set up your ACH Credit origination service and to determine the fees they will charge you to make these payments. Make sure you understand their ACH processing deadlines for delivery of your payments on or before the due date. Provide your financial institution with the addenda format information for the type of payment you wish to make. Payment information must be formatted as shown in the examples on page 7.

Initiate a test transaction to verify that the receiving account information and addenda format are correct. You may send any amount, even one cent (\$.01), with the appropriate addenda record. Any funds received will be credited to your account as an early payment. Call 1-800-531-5441, ext. 3-3010, with the transaction date and amount to inquire if your payment was received and formatted correctly.

SPECIFIC INSTRUCTIONS – ACH CREDIT

WHEN TO MAKE PAYMENT

Payment must be received by the Comptroller's office on or before the due date. If your payment is not received by the due date, it will be considered late and penalties could be assessed.

WHEN TO CONTACT YOUR BANK

You must instruct your bank to initiate the transfer of funds to the Comptroller's account for receipt on or before the due date.

WHERE TO SEND YOUR PAYMENT

Bank name: **JPMorgan Chase**
Routing #: **111000614**
Account name: **Comptroller of Public Accounts**
Account #: **00100000414**

NOTE: PLEASE DO NOT SEND WIRE TRANSFERS TO THIS ACCOUNT.

FOR MORE INFORMATION,
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[treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)

ADDENDA RECORD FORMAT INSTRUCTIONS

STATE AGENCIES

Begin record
always use TXP

TAX Type Code
(always use 67501)

Amount Type
(see below)

End record
(always use
the back slash)

TXP*123*67501*150131*1*2620000

Your 3-digit agency
number

Period End Date
YYMMDD

Amount paying (example
\$26,200.00) Note: Do not
use commas or decimals.

AMOUNT TYPE

- | | | |
|----------------------------------|------------------------------------|--|
| 1 = Insurance (Employee) | 8 = Membership Fees (Employer) | G = Tobacco User Prem. Differential (Employee) |
| 2 = Insurance (Employer-Active) | A = Insurance (Active Opt-Out) | H = Payroll Health Insurance (Employer) |
| 3 = Insurance (Employer-Retired) | B = Insurance (Retiree Opt-Out) | I = ERS LECOS (Employee) |
| 4 = Cafeteria Plan (Employee) | C = LECOS (Employee) | J = ERS Payroll Retirement (Employer) |
| 5 = Retirement (Employee) | D = LECOS (Employer) | K = RTW Payroll Retirement (Employer) |
| 6 = Retirement (Employer) | E = LECOS RTW Surcharge (Employer) | L = Dental Discount Contribution (Employee) |
| 7 = Service Purchases (Employer) | F = ERS RTW Surcharge (Employer) | |

The sum of the amounts MUST equal the total amount of liability being paid.

If you do not have a liability in one of the amount types, it is not necessary to provide the amount type code or the corresponding amount (i.e. \$0)

You may enter up to three amount types in a single addenda record. Example: TXP*123*67501*131231*1*90000*2*70000*4*40000\

ADDENDA RECORD FORMAT INSTRUCTIONS

INSTITUTIONS OF EDUCATION

Begin record
always use TXP

TAX Type Code
(always use 67401)

Amount Type
(see below)

End record
(always use
the back slash)

TXP*123*67401*150131*1*2620000

Your 3-digit agency
number

Period End Date
YYMMDD

Amount paying (example
\$26,200.00) Note: Do not
use commas or decimals.

AMOUNT TYPE

- | | | |
|----------------------------------|--|---|
| 1 = Insurance (Employee) | A = Insurance (Active Opt-Out) | D = Payroll Health Insurance (Employer) |
| 2 = Insurance (Employer-Active) | B = Insurance (Retiree Opt-Out) | E = Dental Discount Contribution (Employee) |
| 3 = Insurance (Employer-Retired) | C = Tobacco User Prem. Differential (Employee) | |
| 4 = Cafeteria Plan (Employee) | | |

The sum of the amounts MUST equal the total amount of liability being paid.

If you do not have a liability in one of the amount types, it is not necessary to provide the amount type code or the corresponding amount (i.e. \$0)

You may enter up to three amount types in a single addenda record. Example: TXP*123*67401*131231*1*90000*2*70000*4*40000\

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ext. 3-3010

OR, VISIT OUR WEBSITE
[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)

The TEXNET Internet website can be used to make payments, inquire or change a pending payment, delete a pending payment, change bank information and update your contact information. The website can be accessed directly through your Web browser.



1. Using your Web browser, access <https://texnet.cpa.state.tx.us>.
2. Enter your identification number, location and password. These numbers were sent in a letter along with these instructions and can be used for both TEXNET Internet and TEXNET telephone payments. Please keep these numbers with the booklet.

Identification	<input type="text"/>
Location	<input type="text"/>
Password	<input type="text"/>

3. You will be asked to change your password to a **5-10 digit alphanumeric** password. Original use of upper and lower case letters must remain the same.
4. To enter your payment information, select the ADD button on the menu screen.
5. The system will give your settlement date as the next bank business day. If you want to change this date choose a date from the drop-down menu.

NOTE: The TEXNET System will give you a **trace number** which can be used later to identify this payment. Please be sure to record the trace number for future reference. Corrections must be made before **6 p.m. (CT)** on the business day before the settlement date.



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This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.

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toll-free at 1-800-531-5441, ext. 3-3010**

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comptroller.texas.gov/treasops/texnet

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